



COMDTINST 1131.21A

APR 19 1994

COMMANDANT INSTRUCTION 1131.21A

Subj: PRE-COMMISSIONING PROGRAM FOR ENLISTED PERSONNEL (PPEP)

1. **PURPOSE.** This Instruction publishes policies and procedures for Coast Guard and Coast Guard Reserve enlisted personnel concerning applications, selections, training, and performance requirements for the Pre-commissioning Program for Enlisted Personnel.
2. **ACTION.** Area and district commanders, commanders of maintenance and logistics commands, chiefs of offices and special staff divisions at Headquarters, commanding officers of Headquarters units and Commander, Coast Guard Activities Europe shall ensure compliance with the provisions of this Instruction.
3. **DISCUSSION.**
 - a. The Pre-commissioning Program for Enlisted Personnel enables selected enlisted personnel to attend college on a full-time basis for up to two years, receive a bachelor's degree, attend Officer Candidate School (OCS) and upon graduation from OCS receive a commission. The program provides an upward mobility mechanism for qualified enlisted personnel to become commissioned officers. The number of PPEP selections made annually will be determined at time of selection.

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3. b. The program is similar to the Coast Guard post graduate training programs. Personnel selected will receive orders to attend an appropriate college approved by Commander, Military Personnel Command (MPC-rec) for up to 24 months, to meet bachelor's degree requirements. Selections are highly competitive and only members who have demonstrated the ability to excel will be considered for selection. The program offers an opportunity for the Coast Guard to groom talented individuals for positions of increased responsibility.
- c. PPEP students receive full pay and allowances for their enlisted pay grades and are eligible for advancement. All members desiring to take the SWE shall complete all requirements prior to detaching from the present command. All special duty assignment pay ceases upon transfer to PPEP.
4. ELIGIBILITY. The PPEP applicants must meet the following criteria:
 - a. Age. Applicants must be at least 21 years of age but may not have reached their 30th birthday as of the selection board date. Age waivers will not be considered and constructive time is not applicable.
 - b. Military Status. Only enlisted members of the Coast Guard or Coast Guard Reserve, E-4 and above, on active duty are eligible to apply for PPEP.
 - c. Time in Service. Applicants must have a minimum of 4 years of active duty service of which at least two years must be in the Coast Guard. The applicants' time in service will be computed as of the selection board date.
 - d. Extended Service Obligation. If selected, applicants must sign a new enlistment contract (CG-3301) extending their obligation for a period of up to six years. Selected applicants must extend their contract to include three months for every month in PPEP completing their bachelor's degree. For example; a selectee requiring 12 months to complete their degree would extend their contract to a total of 36 months; the enlistment contract depreciates while attending school, thus at graduation the selectee would have 24 months remaining on the enlistment contract. Selectees requiring 24 months to complete their degree would extend their contract to total 72 months.
 - e. Education. Applicants must have completed sufficient undergraduate course work to complete requirements for a bachelor's degree in 24 months. Applicants must be enrolled or accepted for enrollment in an accredited 4-year college/university offering a bachelor's degree

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4. e. (cont'd) program in the member's desired course of study. The college/university must be approved by (MPC-rec). Close proximity of the college/university to the present Coast Guard unit or RTC Yorktown, VA, is preferred, and will be considered in the selection process. Members who have already earned a baccalaureate degree will not be considered for PPEP.
- f. Grade Point Average. Must have a cumulative Grade Point Average (GPA) of 2.5 or better on a 4.0 scale (based on all courses taken). Selected students must maintain a GPA of at least 2.5 per semester and cumulative to remain in PPEP.
- g. Citizenship. Must be a U. S. Citizen.
- h. Qualification Test. Take the Officer Aptitude Rating (OAR) and achieve a minimum score of 36.
- i. Command Endorsement. Must be recommended by the commanding officer. Exceptions will not be considered.
- j. Physical Requirement. Must meet the requirements of a commissioning physical as listed in Chapter 3 of the Medical Manual, COMDTINST M6000.1 (B) prior to acceptance in the PPEP. Physical must have been completed within the preceding two years. Personnel who do not meet weight standards are ineligible for PPEP. Personnel in the PPEP shall be weighed annually during their birth month and shall participate in the Coast Guard urinalysis program. PPEP students who fail to remain within weight standards while enrolled in the program will be disenrolled.
- k. Personal Conduct. Must have no record of conviction by courts-martial, non-judicial punishment, or civil court for other than minor traffic violations during the two years preceding 1 March of the year of application.

5. SELECTION.

- a. Selected applicants will receive PCS Duty Under Instruction (DUINS) orders.
- b. Members enrolled in PPEP are under the administrative control as outlined in paragraph 3.B.12 of the Training and Education Manual, COMDTINST M1500.10B.

6. TERM OF SERVICE.

- a. Obligated service continues to depreciate while selected members are enrolled in the PPEP. If unsuccessful during any portion of the PPEP, or if unable to meet any of the requirements in the "Statement of Understanding", members

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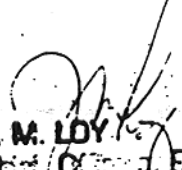
6. a. (cont'd) will incur two months active duty obligation for every month enrolled in the PPEP. Extended active duty service obligation cannot exceed six years.
 - b. Selected members will enroll in applicable undergraduate courses during the summer months. Only academic courses required for the desired degree will be authorized. Selected members not enrolled in summer school will be assigned to the nearest Coast Guard unit for duty.
 - c. Upon completion of OCS training at Coast Guard Reserve Training Center, Yorktown, VA, members are immediately given the oath of office for a temporary or Reserve commission as an ensign in the Coast Guard. Members in pay grade E-4 when the selection board convenes, and are selected, will be commissioned as a Reserve officer upon completion of OCS. This is true regardless of whether a member is advanced after being selected. All other members will be commissioned as temporary regular officers upon completion of OCS. A four or three year active duty service obligation is incurred upon graduation from OCS and original appointment as a temporary regular or reserve commissioned officer. Permanent appointment is outlined in paragraph 1-A-4 of the Personnel Manual, COMDTINST M1000.6A.
7. DEADLINE FOR APPLICATION. All applications must be submitted to (MPC-rec) via respective Regional Recruiting Commands not later than 1 March in the year of expected assignment to PPEP.
 8. PROCEDURES.
 - a. Initial Application. Educational Services Officers should contact their Regional Recruiting Commands for specific application procedures. All applicants should contact their Educational Services Officer (ESO) for assistance in preparing their application package.
 - b. Action by Maintenance & Logistics Command (pp) and District Commander (ap). Maintenance & Logistics Command (pp) and District Commander (ap) shall assist the regional recruiting commands with arrangement for:
 - (1) Administration of the Officer Aptitude Rating (OAR) Exam.
 - (2) Medical Examinations.
 - (3) Board of Interview.
 - (4) Forwarding applications and required documents to the appropriate regional recruiting command.

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8. c. (2) Arrange Interview Boards for each applicant as per Article 1-B-15 Personnel Manual, COMDTINST M1000.6A.
- (3) Ensure all completed applications are forwarded to Military Personnel Command (MPC-rec).

d. Action by unit Commanding Officers:

- (1) Interview each interested applicant from respective unit.
- (2) Actively identify and encourage promising candidates for the PPEP.
- (3) Forward completed application package with endorsements to the regional recruiting command for their district.
- (4) Minorities and women continue to be significantly underrepresented in the Coast Guard's officer corps. It is every commanding officer's responsibility to encourage minority and female applicants for this and all other Coast Guard upward mobility programs. Through direct personal involvement and a continuing commitment to increase minority and female applications, the service can build and nurture a stronger, more diverse workforce.


J. M. LOY
Chief, Office of Personnel
and Training

APPLICATION PROCEDURES FOR PPEP

APPLICATIONS SHALL INCLUDE THE FOLLOWING DOCUMENTS:

RIGHT SIDE OF PACKAGE:

1. Narrative Summary - A narrative statement of intent from the applicant is required. The statement must give the reasons for applying for the program, the applicant's goals and why the applicant wants to become an officer in the Coast Guard. The statement shall be prepared on Coast Guard letterhead in standard letter format. It must be from the applicant to Commander, Military Personnel Command (MPC-rec) via the applicable command and regional recruiting command.
2. Four photos - These photos are important and must not be "incidental". They should be portrait shots; either amateur or professional. Polaroid or 35mm photos acceptable. Photos must be in uniform. Two full-figure, (front and side view) from head to toe, and two facial (front and side view) are required. A plain or simple background is best. Photo must be at least 2½" by 4".
3. Interview Board Report (CG-5527) - This form will be included by the Regional Recruiting Command after the officer panel meets the individual and completes the report. The panel will forward the form to the Regional Recruiting Command within two days of completion. Do not give to applicant. Anyone with a personal or professional relationship with the applicant cannot be on the interview panel. Forms must be typed or neatly printed.
4. Commanding Officer's Endorsement.
5. Summary of marks.
6. Copy of college transcripts and grades for entire college record.
7. Department of Defense National Agency Questionnaire (DD-398-2, MAR 90) - The applicants must fill out all applicable portions, ready for signature. ESO shall verbally inquire about any arrests. If any arrests, applicant shall prepare typed statement explaining the circumstances leading to the arrest(s).
8. Completed and signed OCS Agreement (CG-3211 or CG-3211B).
9. Statement of Understanding for the Pre-commissioning Program for Enlisted Personnel - must be signed, dated, and witnessed. Indicate date of expected completion of undergraduate degree in paragraph 3.a.
10. Page 7 of applicant's acknowledgment that enrollment in PPEP will disqualify them from Montgomery GI Bill (MGIB) benefits.

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ENCL (1) to COMDTINST 1131.21A

LEFT SIDE OF PACKAGE:

1. Check-off sheet.
2. List of anticipated duty station and date of expected transfer. Include phone numbers where applicant may be contacted and information on next of kin.
3. Correspondence - Copies of personal awards, recommendations, and any additional training certificates.
4. Report of Medical Examination and History (SF-88) and (SF-93) - Approved by Coast Guard or other military authority.
5. Verification of enrollment/acceptance in a 4-year college/university offering applicant's desired bachelor's degree program.
6. Statement from college/university indicating tuition cost of present year, and whether in/out of state tuition applies.

CHECK-OFF SHEET
PRE-COMMISSIONING PROGRAM FOR ENLISTED PERSONNEL
(PPEP)

NAME/RATE: _____ SOCIAL SECURITY NUMBER: _____
 CURRENT MAILING ADDRESS: _____
 _____ ZIP: _____
 HOME PHONE: (____) _____ WORK PHONE: (____) _____
 DUTY STATION: _____ DATE OF BIRTH YY/MM/DD AND AGE: _____
 OAR SCORE: _____ TEST SITE: _____ DATE TAKEN: _____
 SAT/ACT SCORE: _____ TEST SITE: _____ DATE TAKEN: _____
 COLLEGE: _____ MAJOR: _____ CUM GPA _____
 GRADUATION DATE: _____ ESO PHONE: _____

RIGHT SIDE

1. _____ NARRATIVE (GOALS, OBJECTIVES, ETC.)
2. _____ 4 PHOTOS - 2 FULL FIGURE (FRONT & SIDE VIEW) AND 2 FACIAL (FULL FACE & PROFILE), AT LEAST 2 1/2" X 4"
3. _____ INTERVIEW BOARD REPORT (CG-5527)
4. _____ COMMANDING OFFICER'S EVALUATION (PER ART. 1-B-5(c), COMDTINST M1000.6)
5. _____ SUMMARY OF MARKS
6. _____ OFFICIAL COLLEGE TRANSCRIPTS AND/OR CLEP RESULTS
7. _____ NATIONAL AGENCY QUESTIONNAIRE (OD FORM 398-2) (MAR 90 VERSION)
8. _____ OCS AGREEMENT (CG-3211B)
9. _____ PPEP STATEMENT OF UNDERSTANDING
10. _____ PAGE 7 OF APPLICANT'S ACKNOWLEDGMENT THAT ENROLLMENT IN PPEP WILL DISQUALIFY THEM FROM BENEFITS UNDER THE MONTGOMERY GI BILL (MGIB)

LEFT SIDE

1. _____ CHECK-OFF SHEET
2. _____ LIST OF ANTICIPATED DUTY STATION AND DATE OF EXPECTED TRANSFER, INCLUDING PHONE NUMBERS AND NEXT OF KIN INFORMATION
3. _____ LETTERS OF RECOMMENDATION, AWARDS AND CERTIFICATES
4. _____ REPORT OF MEDICAL EXAMINATION AND HISTORY (SF-88 AND SF-93)
5. _____ VERIFICATION OF ENROLLMENT/ACCEPTANCE IN A 4-YEAR COLLEGE/UNIVERSITY
6. _____ STATEMENT FROM INSTITUTION INDICATING TUITION COST OF PRESENT YEAR, AND WHETHER IN/OUT OF STATE TUITION APPLIES.

STATEMENT OF UNDERSTANDING

Pre-commissioning Program for Enlisted Personnel

An original and three copies of this form shall be prepared. It will become an Annex to the Enlistment/Reenlistment Document, Armed Forces of the United States (DD-4)

1. I, _____, understand that in entering the Pre-commissioning Program for Enlisted Personnel (PPEP) of the United States Coast Guard, I:

- a. must extend my current active duty obligation for a period of three to six years; dependent on the time required for me to complete my undergraduate degree.
- b. will be assigned to Coast Guard Officer Candidate School, upon successful completion of college and program requirements.

2. I further understand that when I successfully complete Officer Candidate School, I will receive a reserve or a temporary commission as an ensign in the Coast Guard in accordance with guidelines set forth in the Personnel Manual, COMDTINST M1000.6A and incur an active duty obligation for a period of four (4) years. My obligated service upon completion of OCS will not exceed four (4) years.

3. If I fail to meet any of the program requirements, I understand that I will be removed from the program, retained on active duty, and assigned to a Coast Guard unit, at the discretion of Commander, Military Personnel Command (MPC-rec). My active duty extension will be reduced to equal two months obligation for each month enrolled in the PPEP. I further understand the same applies if I fail to:

- a. meet all university/college degree requirements and receive my degree by _____ (month) _____ (year);
- b. complete Officer Candidate School and receive a commission.

4. I further understand that if I am found guilty of any violation of the Uniformed Code of Military Justice (UCMJ), I will be removed from the Program.

Signed this _____ day of _____ at _____

(city)

(state)

APPLICANT SIGNATURE _____

(type name/title)

WITNESS SIGNATURE _____

(type name/title)